



# Google Slides & Google Drive



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## Class Agenda

- Sign up for a Google account
- Getting to Google Slides
- Tour
- Creating a Slide show
- Adding Animations and Transitions
- Presenting
- Printing
- Share
- Google Drive
- Resources

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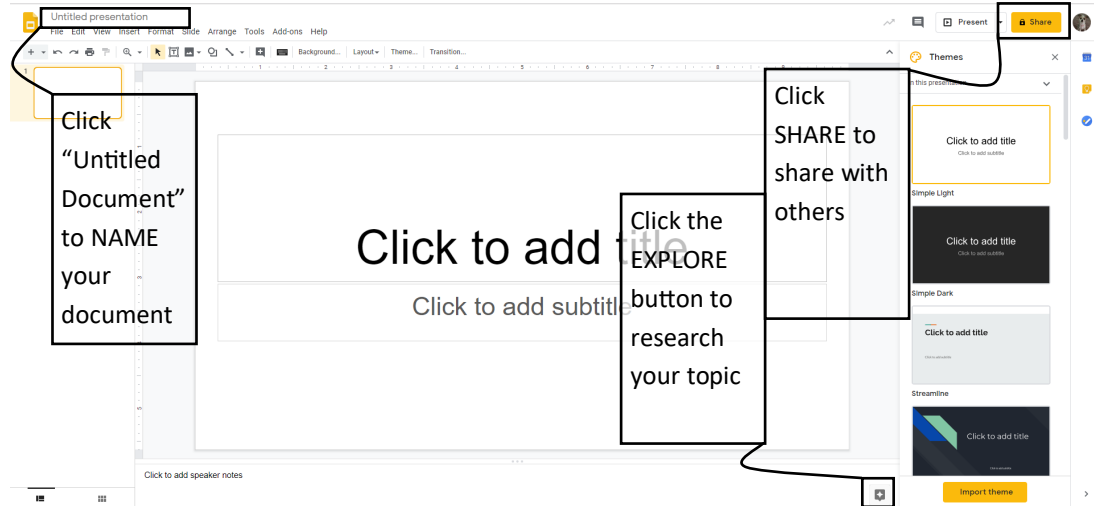
⇒ Online Library

⇒ Online Learning

⇒ Lynda.com

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Mon-Thur: 9am - 9pm  
Fri: 9am - 6pm  
Sat: 9am - 5pm  
Sun: 12pm - 5pm



Clicking on this will take you to Slides Home where you can; open a new blank presentation, open a template, or open a previously created Slides

Most of what you need to use is right there in front of you in the toolbar at the top. However, if you shrink your screen, you won't be able to see everything. Below is a listing for most of the tabs and tools.

- ◆ **File:** New / Open, Download as a PowerPoint or PDF, move to folder or trash, Page setup to choose dimensions of screen for presentation and print set up to choose how many slides per printed page
- ◆ **Edit:** Cut, copy, paste, undo / redo, duplicate, find and replace
- ◆ **View:** Present slide show, animations menu, show grid, show, edit, and add guides, snap to grid or guides, show notes, full screen
- ◆ **Insert:** Images, shapes, video (Google = YouTube) text box, table, chart, diagram, wordart, animation, line, new slide, slide numbers
- ◆ **Format:** Text formatting; size, color, alignment, line spacing, bullet points, border and line settings and more format settings
- ◆ **Slide:** New or duplicate slide, delete or skip a slide, change layout, background, or transition
- ◆ **Arrange:** align, rotate, or move objects forward or backward on slide
- ◆ **Tools:** Spellcheck, explore, dictionary, voice type, preferences, accessibility settings
- ◆ **Add-ons:** get add-ons that help you do what you're trying to do
- ◆ **Help:** Google help for Google Slides, search a topic or read it all
- ◆ **All changes saved in Drive / Saving:** Google Slides saves as you work on your slideshow. If you haven't done any work in a while it will read "All changes saved in Drive". If you are typing it will read "Saving".

<https://applieddigitalskills.withgoogle.com/en/digital-training>

## Create a Slides Presentation

- 1. Choose a theme:** When you open a new Slide, theme choices will be on the right. This is how you slides will look. It can be changed if needed.
- 2. Type up your Title slide:** First slide that appears is your title slide, this tells the audience your topic. Click where it says to click and type.
- 3. Insert next slide:** + - Clicking on the + adds the next slide, clicking on the down triangle lets you choose the layout.
- 4. Type up slide or insert pictures :** Clicking where it says to “Click to add title” will let you type in your title. If there is a big empty text box, you can click there and type or click on the bullet point button to create bullet points.
  - Insert an image by clicking on the small box with the mountains. You can insert an image from your computer, a web search, Google Photos, Google Drive, a web url, or from your camera.
- 5. Repeate steps 3 & 4 as needed.**
- 6. Animate:** Animate your text and images by highlighting them, clicking on the Insert Tab and then Animation. An animation menu will open on the right. Choose an animation. You can also create additional animations for each text or image by adding an animation. To animate different text lines, you’ll need them to be in different text boxes, then animate each text box.
- 7. Transistions:** This is the visual effect that happens from slide to slide. Click on the slide on the slide menu at left and click on Transition. A Transition menu will open. Choose transition type.
- 8. Present slide show:** The presentation button is located top right.

## Share

With Google Slides, you can share your presentation with others with Google accounts and work together.

### Edit:

The people you shared with can make changes to the slideshow

### Comment:

The people that you shared with can only comment on the slideshow and suggest changes

### View:

The people you shared with can only view the slideshow

### Add a comment:

- Right click on a text box or image
- Click on COMMENT and type
- To reply to a comment, click on it and type
- When an agreement has been made, click on RESOLVE to remove the comments

# Google Drive

**Google Drive is where all your files are stored. You can sort all these files into different folders for organization and filter Drive to show items you created or items that were shared with you. It is basically like your File Explorer on Windows or Library on Macs.**

**Drive:** Clicking on this will show you all files and folders stored on your Drive

**+ New:** Create a new folder, upload a file or folder from your computer, or open any of the Google apps (Docs, Sheets, Slides, etc...)

**Priority:** Create folders of files that you need to get to frequently

**My Drive:** Works the same as clicking on Drive but you also get to list folders

**Team Drive:** These are files or folders that are shared with a team

**Shared with me:** This will show all the files that have been shared with you

**Recent:** Will show the most recently opened or modified files

**Starred:** You can STAR files to make them easier to find, this is where you’ll find them

**Trash:** Any file you delete will show up here, you can retrieve it if you accidentally deleted it, or you can delete it forever to free up more space

**Storage:** Drive gives you 15gb of storage, however this includes your Gmail account as well

**Search:** You can search for a file in the tip SEARCH bar, clicking on the down arrow will open advanced search options

**i :** Will show a list of activity for recently modified files that either you have done or someone who has shared a file with you



Help



Settings



Apps

Right clicking on a file will bring up this option menu:

